

# TASK ORDER APPROVAL FORM

CONTRACT #: C22-3248-WS

TASK ORDER #: 8

TASK ORDER AMOUNT: \$ 77,000

CONTRACT: C22-3248-WS  
Poly, Inc.  
General Eng Services for WS  
EXPIRES:09/30/2025 w/2 1 yr renewals

OFFERED BY CONSULTANT:

Poly, Inc.

FIRM'S NAME

Bruce Bradley, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

President

TITLE

July 27, 2023

DATE

## RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey,  
P.E., C.P.M.

Digitally signed by Jason T.  
Autrey, P.E., C.P.M.  
Date: 2023.08.15 12:42:43 -05'00'

Jason Autrey, P.E. - OCPW DIRECTOR

Public Works Director

TITLE

08.15.2023

DATE

## APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita Mason

Digitally signed by DeRita Mason  
Date: 2023.09.08 15:41:09 -05'00'

DeRita Mason - PURCHASING MANAGER

09.08.2023

DATE

Faye Douglas

Digitally signed by Faye Douglas  
Date: 2023.09.13 14:49:44 -05'00'

OMB DIRECTOR

09.13.2023

DATE

John Hofstad

Digitally signed by John Hofstad  
Date: 2023.09.13 20:41:00 -05'00'

John Hofstad - COUNTY ADMINISTRATOR

DATE

Robert A. "Trey" Goodwin III - CHAIRMAN

DATE

C22-3248-WS

## TASK ORDER # 8

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED SEPTEMBER 20, 2022, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND POLY, INC., WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### **Scope of Basic Services to Provide Surveying, Professional Engineering Design, and Permitting Services for the Willow Bend Area Stormwater Improvements**

#### **Article A. Purpose:**

This Task Order is intended to authorize CONSULTANT (Poly, Inc.) to commence surveying, professional engineering design, permitting, easement assistance, and bid phase services for the Willow Bend Area Stormwater Improvements Project (PROJECT) on behalf of the Okaloosa County Public Works Department (COUNTY). The full range of activities encompassed by this task can be found below in "Article B. Scope of Services."

#### **Article B. Scope of Services:**

Under this agreement, the CONSULTANT will offer a broad spectrum of services. These services may involve conducting surveys, preparing reports, executing fieldwork, and providing professional engineering design services. In addition, the CONSULTANT will create plans and specifications for the PROJECT, prepare contract documents for construction, obtain necessary permits, provide easement acquisition assistance services, and provide bid and construction phase services throughout the construction process. The engineering and technical services that the COUNTY's Representative can authorize in this task order comprise, but are not restricted to, the following:

1. Survey & Easement Preparation Services
2. Engineering Design Phase Services
3. Permitting Phase Services
4. Coordination with Eglin AFB Services
5. Bid Phase Services

Specific Work Tasks that may be authorized by the COUNTY's Representative are presented below:

#### **Work Task 1. Survey & Easement Preparation Services**

##### **1.1 Survey and Easement Services**

- 1.1.1 CONSULTANT will Provide a new easement sketch of descriptions to revise or replace the existing easement documents as shown in the attached Exhibit A. Which follows the easterly boundary of Eglin for Parcel 33-1S-24-0000-0015-0000.
- 1.1.2 CONSULTANT will perform sufficient location of parcel boundary to aid in writing the new easement descriptions.

- 1.1.3 CONSULTANT will perform limited topo of the existing ditch to establish limits and current elevations at approximate 100-foot cross sections the entire length of the existing ditch within the current easement area as shown in red on Exhibit A. Approximately 4,560 linear feet.
- 1.1.4 CONSULTANT will provide a new easement sketch of description following the easterly boundary of Eglin for Parcel 28-1S-24-0000-0001-0000 as shown on the attached Exhibit B.
- 1.1.5 CONSULTANT will perform a topographic survey of the area as shown in orange on the attached Exhibit B to aid in the design of drainage ditch improvements/extension/restoration. Approximately 2,640 linear feet.
- 1.1.6 CONSULTANT will perform a topographic survey of the area described in easements to reach Willow Grove Lane to tie into the proposed ditch.

## **Work Task 2. Engineering Design Phase Services**

### **2.1 Design Phase Services**

- 2.2.1 CONSULTANT will perform detailed design services for the ditch improvements generally along the orange line depicted in Exhibit B and within the existing COUNTY-acquired easement leading to Willow Grove Lane and will prepare and submit 30%, 60%, 90%, and 100% design drawings and details for the proposed improvements.
- 2.2.2 CONSULTANT will prepare technical specifications in general conformance with the Construction Specifications Institute.
- 2.2.3 CONSULTANT will review with COUNTY at specified intervals representing 30%, 60%, 90%, and 100% final drawings (after permitting; released for construction). Technical Specifications will be submitted at 60% and subsequent reviews. Contract Documents will be submitted at 90% and subsequent reviews.
- 2.2.4 CONSULTANT will prepare an opinion of probable cost for COUNTY's review with detail consistent with the 60% and 90% review submittal. The estimates of project costs provided by the CONSULTANT will be made based on information available to the CONSULTANT and the CONSULTANT'S experience. Since CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, the Proposers' methods of determining prices, competitive bidding and market conditions, and future economic and unforeseen conditions, there will be no guarantee or warranty that future costs will not vary from estimates and projections.
- 2.2.5 CONSULTANT will submit Final Signed Construction Ready plans and specifications to COUNTY for final construction and procurement.

## **Work Task 3. Permitting Phase Services**

### **3.1 Permitting Services**

- 3.1.1 CONSULTANT will prepare necessary permit applications for approval by the Florida Department of Environmental Protection (FDEP) and/or the Northwest Florida Water Management District (NFWFMD), All permit fees will be paid for by COUNTY.
- 3.1.2 CONSULTANT will coordinate with said agencies and respond to requests for additional information, to obtain necessary permits.

## **Work Task 4. Coordinating with Eglin AFB**

### **4.1 Eglin AFB Outgrant Assistance Services**

- 4.1.1 CONSULTANT will, as requested by COUNTY, coordinate with Eglin AFB with regard to obtaining a new or updated easement/lease/outgrant for both the existing ditch depicted in Exhibit A and the extended/restored/improved ditch depicted in Exhibit B. Assistance may be provided on any or all steps of the Eglin AFB Outgrant Process included as Exhibit C.

4.1.2 CONSULTANT will provide Eglin a metes and bounds survey (signed and sealed) including three hard copies and one digital copy in PDF format along with a digital and hard copy (traverse file format) of the legal description.

**Work Task 5. Bid Phase Services**

**5.1 Bid Documents/Bidding Services**

- 5.1.1 CONSULTANT will assist COUNTY’s Purchasing Department with the Bid Process. Assistance will generally consist of:
  - 5.1.1.1 Compiling and providing a list of potential Bidders, with pertinent contact information to Purchasing prior to Advertisement of the Project.
  - 5.1.1.2 Answering any RFI’s from plan holders (through the COUNTY) that arise during the bid process.
  - 5.1.1.3 Attending the public bid opening if requested.

**Article C. Exclusions and Assumptions:**

The exclusions and assumptions outlined below shall apply to this task order:

1. This task order excludes wetland delineation services and geotechnical services. If required during the course of design/permitting or required by Eglin AFB, these services shall be acquired by the COUNTY outside of this task order.
2. This task order excludes as-built survey services and certifications.
3. The permitting section of this task order assumes that a General Permit will be utilized.
4. The Eglin AFB Coordination portion of this task order is for coordination with and working with the Eglin AFB Real Property Office to work through the steps of the outgrant process outlined in Exhibit C. This does not include performing any environmental studies, environmental analyses, appraisals, endangered species relocation, or other studies that may be required by Eglin AFB.

**Article D. Compensation Provisions:**

As compensation for providing the services described within this Task Order, COUNTY will pay CONSULTANT in accordance with Section 7 of the September 20, 2022 Agreement. **The budget ceiling for this Task Order is \$77,000.00.** A breakdown of the budget ceilings for this Task Order is presented in Table D-1 below:

**TABLE D-1 – BREAKDOWN OF BUDGET CEILING**

Work Task # and Description	Work Task Cost Ceiling	Compensation Method
1. Survey & Easement Preparation	\$ 21,000.00	Lump Sum
2. Engineering Design Phase Services	\$ 41,000.00	Lump Sum
3. Permitting Phase Services	\$ 7,500.00	Time & Materials
4. Coordination with Eglin AFB	\$ 5,000.00	Time & Materials
5. Bid Phase Services	\$ 2,500.00	Time & Materials
<b>TOTAL BUDGET CEILING</b>	<b>\$ 77,000.00</b>	

